## AR-4 RECORD SCO TRANSFER OF STATE SHARE FROM PAYROLL REVOLVING FUND

(PAR Gross & State Share Amounts and Employee Deductions)

Source Document: SCO Journal Entry (ARO)

SCO Notice of Payroll Accounts Receivable

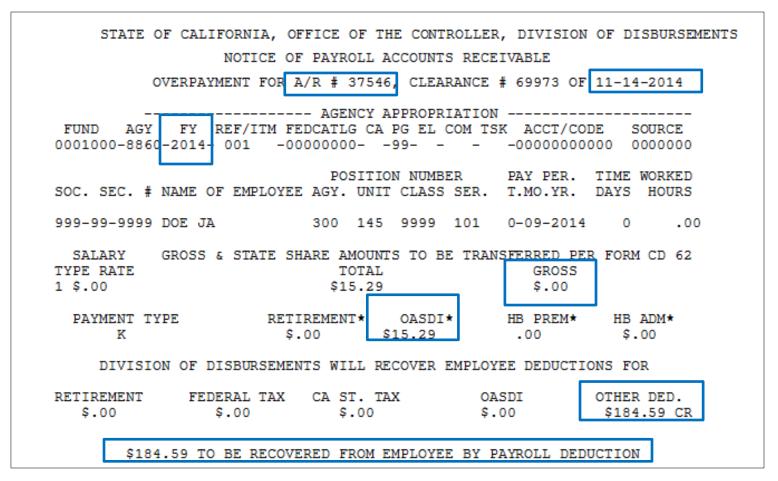
Module: Accounts Receivable (AR)

Roles: AR Payment Processor

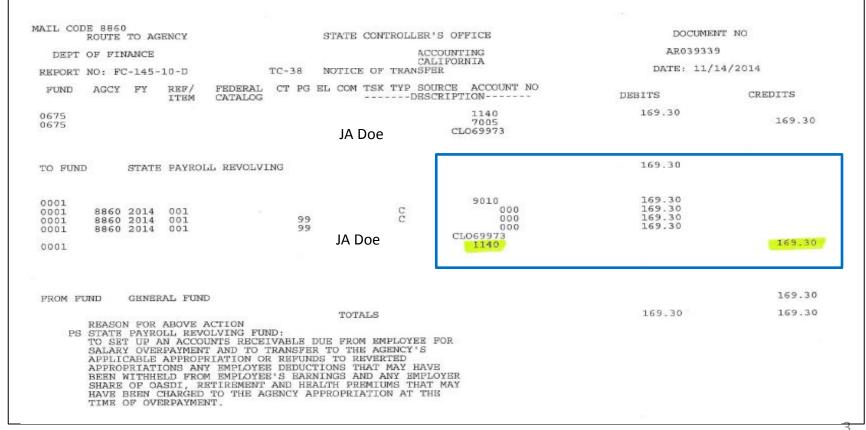
The **Source Documents** for recording the salary gross, state share, and employee deductions are:

- Notice of Payroll Accounts Receivable (PAR half sheet)
- 2. SCO Notice of Transfer Journal Entry (JE)

An example of the **Notice of PAR (half sheet)** shown below shows \$0 for gross, \$15.29 for OASDI and \$184.59 credit for employee deductions.



An example of the 2<sup>nd</sup> source document, the SCO Notice of Transfer Journal Entry (ARO JE) shows a Debit of \$169.30 to Expenditures and a Credit of \$169.30 to Cash in State Treasury. The \$169.30 amount comes from the PAR half sheet: OASDI \$15.29 - Employee Deduction \$184.59 = -\$169.30 The state share of OASDI is recovered from the payroll fund and abated back to the department's appropriation. The employee deductions are charged to the department's appropriation. In AR2-Record a PAR, an AR item was setup for \$184.59, the PAR amount due from the employee.

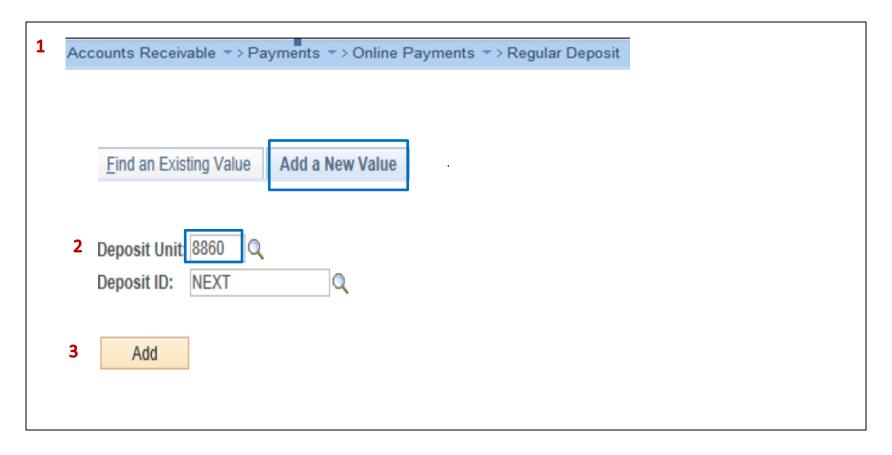


The **AR Payment Processor** will create a Batch Header sheet similar to the one shown below. The sheet shows a batch total of -\$169.30 and a batch count of 1. The count of 1 is reflects the number of SCO JE's (PAR half sheet posting).

						DEPOSIT ID #		
						BATCH TOTAL	(169.30)	
						BATCH COUNT	, ,	
						FM	05 - NOV	
'AR SCO JE "AI	R0"							
Amount	ACCOUNTS	SCO JE #	JE Date	EMPLOYEE	PAR #	REPORTING #	PROGRAM #	ENY
Amount	5150600 RTMT	AR039339	11/14/2014	LIIII LOTEL	PAR37546	88601200	9999	2014
15.29	5150500 CASDI	1						
	5150350 HB	1						
(184.59)	5100000 EE share	1						
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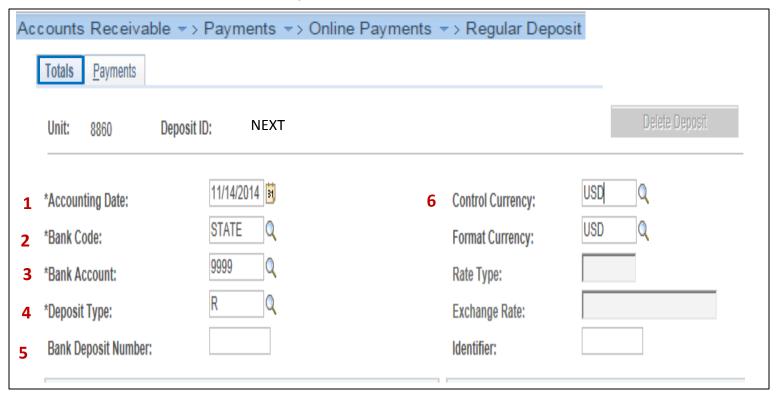
The **AR Payment Processor** will create the deposit entry in the AR Module. Steps are:

- 1 Navigate to Accounts Receivable>Payments>Online Payments>Regular Deposit
- 2 Enter your Business Unit in the Add a New Value tab
- 3 Click Add



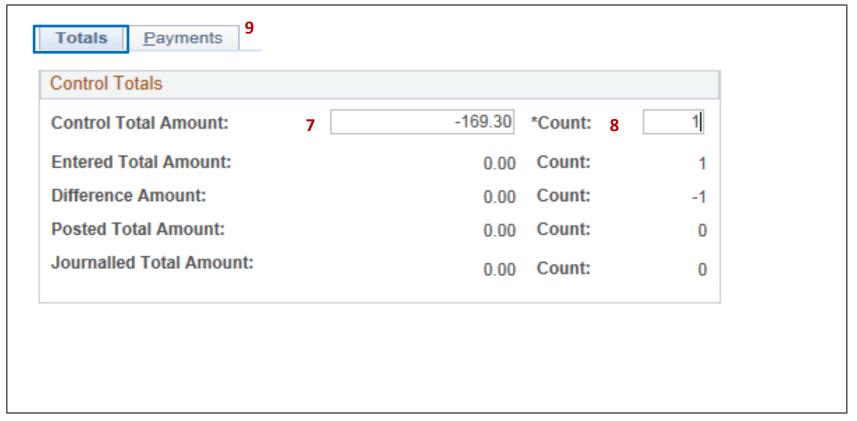
## The AR Payment Processor will post the following fields on the Totals tab:

- 1 Enter Accounting Date (SCO Journal Entry date)
- 2 Enter "STATE" for Bank Code
- 3 Enter "9999" for Bank Account
- 4 Enter "R" for Regular Deposit
- 5 Optional enter SCO Journal number for Bank Deposit Number
- 6 Enter "USD" for Control Currency



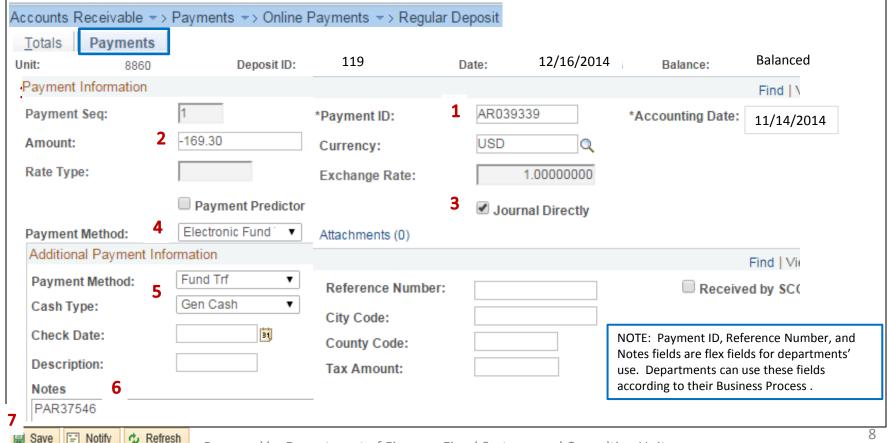
The **AR Payment Processor** will continue to enter information in the **Controls Total** section of the Totals tab:

- 7 Enter the **Control Total Amount** (should tie to the Batch Header sheet's Batch Total and SCO Journal amount for 1140 Cash in State Treasury)
- **8** Enter **Count** (count is one for *each* PAR half sheet posting)
- 9 Click on the **Payments** tab at the top



## The **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 Enter Payment ID (SCO JE number or the PAR number)
- 2 Fnter Amount
- 3 Click on the Journal Directly box
- 4 Select Electronic Fund Transfer for Payment Method
- 5 Under the Additional Payment Information, select "Fund Trf" for Payment Method and Gen Cash for Cash Type
- 6 Optional document the PAR number in the Notes box
- 7 Click Save



The **AR Payment Processor** will record the assigned Deposit ID number at the top right of the Batch Header sheet then submit the Batch Header sheet with the source documents to the **AR Payment Approver** to post the journal lines and approve the deposit transaction, see AR5-Approve PAR- Gross & State Share Amounts and Employee Deductions

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						DEPOSIT ID #	119	
						BATCH TOTAL		
						BATCH COUNT	,,	
						FM	05 - NOV	
PAR SCO JE "A	D0•						00 1101	_
AIT JCO JC A	110							
Amount	ACCOUNTS	SCO JE #	JE Date	EMPLOYEE	PAR #	REPORTING #	PROGRAM #	ENY
	5150600 RTMT	AR039339	11/14/2014		PAR37546	88601200	9999	2014
15.29	5150500 OASDI							
	5150350 HB							
(184.59)	5100000 EE share							
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